

**Interview Checklist**  
**To be used by interviewing Bureau/Division and Human Resources**

PCN \_\_\_\_\_ Title \_\_\_\_\_ Bureau \_\_\_\_\_ Date \_\_\_\_\_

Bureau/Division Contact \_\_\_\_\_ HR Contact \_\_\_\_\_ AA Contact \_\_\_\_\_

Check the box next to each item below if it is completed and included in the interview packet.

*(For Interviewing Bureau/Division Use)*

*(For HR Use)*

**Interview Report Form**

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Is this the current form (available at Inside DEEP)?   | <input type="checkbox"/> |
| <input type="checkbox"/> | "EEO Category" section is completed  | <input type="checkbox"/> |
| <input type="checkbox"/> | "Interviewers' Comments" section is completed with a detailed, objective comparison of candidates with respect to the selection criteria that substantiates the decision whether to interview and to hire each one | <input type="checkbox"/> |
| <input type="checkbox"/> | Interviewers have initialed their agreement next to each interviewer's name  | <input type="checkbox"/> |
| <input type="checkbox"/> | Bureau Chief or designee has signed  | <input type="checkbox"/> |

**Selection Documents**

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Summary of the process used to select candidates for interview                   | <input type="checkbox"/> |
| <input type="checkbox"/> | Copy of Job posting  | <input type="checkbox"/> |
| <input type="checkbox"/> | Criteria used to select candidates for interview and to evaluate them for hiring | <input type="checkbox"/> |
| <input type="checkbox"/> | Interview questions (Including second and third interviews if applicable)        | <input type="checkbox"/> |
| <input type="checkbox"/> | Interviewers' notes (Including second and third interviews if applicable)        | <input type="checkbox"/> |
| <input type="checkbox"/> | Affirmative Action Goals email/memo from HR                                      | <input type="checkbox"/> |
| <input type="checkbox"/> | Detailed justification for not interviewing or not hiring a goal candidate       | <input type="checkbox"/> |

**Application Materials**

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Resumes and/or applications CT-HR-12 of all qualified candidates, whether or not interviewed | <input type="checkbox"/> |
| <input type="checkbox"/> | Interviewed candidates have signed their applications (electronic signature not acceptable)  | <input type="checkbox"/> |

**Other**

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Copy of any advertisements or special recruitment for the position  | <input type="checkbox"/> |
| <input type="checkbox"/> | "Authorization for Release of Information" completed by all interviewed candidates                        | <input type="checkbox"/> |
| <input type="checkbox"/> | Contact information for three references  | <input type="checkbox"/> |
| <input type="checkbox"/> | "Code of Ethics" receipts completed by all interviewed candidates   | <input type="checkbox"/> |
| <input type="checkbox"/> | Verification of credentials for positions requiring certification/license                                 | <input type="checkbox"/> |
| <input type="checkbox"/> | Documentation/copies of correspondence from candidates to waive interview or cancel a scheduled interview | <input type="checkbox"/> |

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**Human Resources Section** (HR Only)

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|-----------|---|--------------------------|
| (HR only) | Resumes and/or applications of all other non-qualified candidates   | <input type="checkbox"/> |
| (HR only) | Copy/documentation of SEBAC/RE Waiver of interview / position / job offer   | <input type="checkbox"/> |
| (HR only) | Copy/documentation of correspondence from SEBAC/RE candidates to cancel a scheduled interview                                     | <input type="checkbox"/> |
| (HR only) | Returned receipt certification for SEBAC/RE letters (including envelope if not deliverable)                                       | <input type="checkbox"/> |
| (HR only) | Demographics Report   | <input type="checkbox"/> |
| (HR only) | If state employee candidate, copies of the last two service ratings – review and follow-up with hiring supervisor, if applicable. | <input type="checkbox"/> |
| (HR only) | CT-HR-13 received, reviewed, and filed  | <input type="checkbox"/> |